

01 JULY 03



Civil Engineering

**UNACCOMPANIED HOUSING
MANAGEMENT**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements the Consolidated Dormitory Management concept outlined in AFI 32-6005, Unaccompanied Housing Management. It establishes responsibilities, outlines procedures, and provides information for unaccompanied enlisted quarters (UEQ) management at Hickam AFB HI. It applies to all personnel residing in dormitories managed by the Hickam Air Force Base Housing Office and all units to which those residents are assigned. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain this information is Title 10 United States Code (U.S.C.) Section 8013.

SUMMARY OF REVISIONS

This revision implements the PACAF/CC policy letter dated 20 May 2002, Unaccompanied Airmen Housing Policy, on airmen at risk and assignment to unit integrity. Implements dorm of the quarter award program and policy for use of hospitality rooms for domestic abuse incidents. It stipulates provisions for pavilion use and requirements for annual fire drills.

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Chapter 1

RESPONSIBILITIES

1.1. Unaccompanied Housing Manager (CEHU)

1.1.1. Coordinate with all units on the installation to ensure each individual who is authorized unaccompanied housing is assigned a room in a timely manner. Assign dormitory rooms, maintaining unit integrity when possible.

1.1.2. Assign new residents a priority in accordance with AFI 32-6005. Maintain unit integrity by keeping personnel assigned to their allotted squadron designated room/spaces.

1.1.3. Provide the housing officer with a dormitory occupancy report on the first duty day of each month. This report will include all the dorm rooms on base and their occupancy, by rank and priority, and the base-wide dormitory occupancy rate.

1.1.4. Maintain a database, updated as needed, of the residents assigned to each room and projected inbound and outbound personnel.

1.1.5. Conduct spot inspections on each of the dormitories, on a random basis, checking for cleanliness and safety discrepancies as well as dorm manager availability, compliance with established standards and expectations, and customer service. At a minimum, each dorm will be checked twice a month.

1.1.6. Gather data from customer satisfaction surveys and keep a record of the results. Incorporate improvements accordingly or elevate suggested improvements to the approval authority.

1.1.7. Coordinate with all dorm managers regarding policies, procedures, newcomers, terminations, supply distribution, and all other dormitory business.

1.1.8. Maintain a master BAH waiting list, updated at least monthly.

1.1.9. Complete AF Form 594, Application and Authorization to Start, Stop or Change Basic Allowance for Housing (BAH) or Dependency Redetermination, when required.

1.1.10. Coordinate with the housing officer to budget for general cleaning supplies, light bulbs, shower curtains, and minor maintenance requirements, such as lawn equipment and supplies, replacement keys, etc.

1.1.11. Establish standardized lockout procedures to be used in all dormitories and post on each dorm's bulletin board.

1.1.12. Develop continuity books and training material for newly assigned and interim dormitory managers.

1.1.13. Brief the Base Civil Engineer monthly on customer service feedback and facility issues.

1.2. Dormitory managers.

1.2.1. Provide a copy of this instruction to each dormitory resident and have posted in each room.

1.2.2. Report all maintenance requirements to the 15th Civil Engineer Squadron Customer Service element and CEHU immediately. Inform the resident of the work order priority and estimated completion date. Follow up on unfinished work orders, bi-monthly.

- 1.2.3. Conduct monthly fire prevention and safety inspections of the dormitory and adjacent grounds. Make a written inspection report, citing any unsafe conditions and corrective actions taken, and turn it in to CEHU.
- 1.2.4. Conduct government-owned furnishings inventories in the common areas monthly and report any damaged or missing items to unaccompanied manager and housing manager.
- 1.2.5. Conduct government-owned furnishings inventories in each resident room annually. Report results to unaccompanied manager.
- 1.2.6. Create bay orderly schedules on a 3-month basis, one month before the effective date, and forward to first sergeants for coordination. When finalized, forward the schedule to first sergeants, bay orderlies, and their supervisors. Post on the central bulletin board.
- 1.2.7. Brief bay orderlies on duty hours, responsibilities and equipment and supplies location. Supervise bay orderlies to ensure they complete assigned tasks. Notify first sergeant's of any performance problems.
- 1.2.8. Maintain bulletin boards in an uncluttered manner. Remove outdated items immediately. At a minimum, post fire evacuation procedures, current bay orderly schedule, lockout procedures, energy conservation policies, base crime prevention information, and safety checklists and information.
- 1.2.9. Maintain accountability for assigned computers, software, facsimile machines, and other office equipment. Ensure computers are used for government business only. The computer will only be used by the dormitory manager or individuals he/she assigns. Only issued software and floppy disks will be used.
- 1.2.10. Establish procedures for customers to leave messages when the office is vacant.
- 1.2.11. Coordinate with the first sergeant and dorm manager when a resident requests to be placed on the BAH waiting list.
- 1.2.12. Comply with all other procedures and information outlined in this instruction.

1.3. Units.

- 1.3.1. Inform dorm managers of individuals requiring a dormitory room. Provide full name, rank, date of rank, report no later than date, anticipated arrival date, marital status, unit, and duty phone. If the individual will be arriving after duty hours, arrange for a member of the unit to meet with the dorm manager during duty hours to obtain the room key. Ensure the newcomer reports to the dorm manager's office to complete the required paperwork.
- 1.3.2. Notify dorm managers immediately when an individual's orders have been canceled, report date changes, or if the room is no longer needed.
- 1.3.3. Coordinate with dorm managers about projected inbound and outbound personnel, at least quarterly.
- 1.3.4. Provide a replacement for bay orderly detail when the primary cannot perform duties as scheduled due to leave, TDY, etc.
- 1.3.5. Ensure residents have cleared the dorm before final out-processing.
- 1.3.6. Commanders and first sergeants should frequently be visiting their members in the dorms, to ensure safety, health and welfare is maintained.

1.3.7. Commanders, first sergeants and supervisors should be aware of any airmen living on base or off base that are involved with high risk activities. Once identified commanders should take appropriate action to bring them back on base/continue to keep them on base. To help identify airmen at risk commanders, first sergeant and supervisors may use the command's Comprehensive Assessment of Risk and Evaluation System or PACAF CARES. The system was introduced to the command over a year through the Safety Offices. (see **Attachment 1 -PACAF/CC letter to commanders**).

1.4. Residents.

1.4.1. Respect the rights and privacy of others at all times.

1.4.2. Maintain living area, including the area outside the dorm room (hallway, sidewalk, and/or lawn area extending to approximately ten feet), as outlined in the Dormitory Room Inspection Checklist (**Attachment 2**). A satisfactory room is clean and uncluttered with no safety or health hazards.

1.4.3. Immediately report any damage to the facility or government-owned furnishings, appliances, and recreational equipment to the dormitory manager. Residents may be liable for damage to the living area, government-owned furnishings, and common area furnishings and equipment.

1.4.4. Obtain permission from the dorm manager and notify the first sergeant or designated representative before changing rooms.

1.4.5. Perform bay orderly duties as scheduled and directed by the dorm manager. The duty uniform for bay orderly detail is BDU's.

1.4.6. Do not decorate or place stickers on the exterior of any dormitory building, windows or door. When decorating the interior, use only the proper equipment as approved by the dorm manager.

1.4.7. Only actual lawn furniture may be used outside of dorm rooms. Do not place items, such as recliners, car seats, and couches, etc., outside dorm rooms, on a temporary or permanent basis.

1.4.8. Do not remove government-owned furniture from dorm rooms or common areas.

1.4.9. Do not modify the room in any way, to include furnishings, without dorm manager approval through CEHU.

1.4.10. Notify the dorm manager when leaving the quarters unoccupied for periods over three days.

1.4.11. Observe quiet hours. Quiet hours are 24 hours a day, 7 days a week. If noise can be heard outside of the room, it is too loud. Individuals who do not adhere to quiet hours may face disciplinary or administrative action, including impoundment of audio equipment.

1.4.12. Obtain written approval from the dorm manager before organizing parties or other social gatherings or the use of pavilions for unit functions. Pavilions may be reserved up to two weeks in advance. (See **Attachment 3 for a sample request**).

1.4.13. Comply with energy conservation policies posted on the bulletin board.

1.4.14. Comply with all other procedures and information outlined in this instruction.

1.5. Civil Engineer Squadron Customer Service Element.

1.5.1. Place all system failures, e.g., air conditioning, plumbing, etc., as an emergency work order and respond accordingly.

1.5.2. Notify the dorm manager immediately when the work order has been completed. If a work order will not be completed within the time previously specified, notify the dorm manager and provided a new completion date.

Chapter 2

PROCEDURES

2.1. Assignment of Quarters.

2.1.1. Upon arrival of an inbound person, the dorm manager:

2.1.1.1. Establishes a file with, as a minimum, the member's name, date of birth, rank, social security number, date of rank, organization and arrival date.

2.1.1.2. Conducts an in-processing briefing covering all dormitory policies and procedures.

2.1.1.3. Gives the resident a copy of the current Hickam Crime Prevention Program handout.

2.1.1.4. Explains procedures to inspect and document damages to the room and/or furnishings.

2.1.1.5. Maintains the resident's initial inspection documentation and corrects any discrepancies.

2.1.1.6. Gives a brief tour of the dorm, i.e., laundry room, dayroom, central bulletin board.

2.1.1.7. Ensures the new resident understands fire evacuation procedures, bay orderly schedule, lockout procedures, and safety checklists and information as posted on the bulletin board.

2.1.1.8. Has the resident acknowledge receipt and understanding of the in-brief (see [Attachment 4](#)) and files the acknowledgment in the member's file.

2.1.1.9. Updates occupancy reports by forwarding any room assignments and terminations to CEHU within two duty days of the transaction.

2.1.2. **The newcomer :**

2.1.2.1. Inspects the room and furnishings, documents discrepancies, and returns the inspection form to the dorm manager within two duty days of arrival.

2.1.2.2. Acknowledges receipt and understanding of the in-briefing (see [Attachment 4](#)).

2.1.2.3. If priority 3/4, signs a Space Available Dormitory Occupancy Acknowledgment (see [Attachment 5](#)).

2.2. Termination of Quarters.

2.2.1. Residents will notify the dorm manager 30 days prior to vacating (short notice PCS/separation excepted). Orders are not required to set up termination inspections. Upon notification, the dorm manager will schedule both the pre-inspection and final inspection.

2.2.2. The dorm manager will conduct a pre-inspection 10 days prior to residency termination and inform the resident what needs to be done to clear the dorm.

2.2.3. The resident will clean the room and remove all personal items from the room and storage areas or lockers as directed by the dorm manager prior to clearing quarters.

2.2.4. At the final inspection, the dorm manager will provide the resident with a termination of dormitory residency letter, or, if the room fails, outline further actions needed to clear quarters and schedule the resident for another inspection.

2.2.5. When the room passes inspection, the resident may be moved to a transit room until they depart the base. Under no circumstances is the resident allowed to reside in the dorm, other than in a transit room, once residency has been formally terminated.

NOTE: The responsibility for final clearance of unaccompanied housing rests solely with the resident.

2.3. Hospitality Rooms.

2.3.1. The primary purpose of hospitality rooms is to provide temporary quarters for unaccompanied personnel arriving or departing the base. In addition, three hospitality rooms have been set aside to temporarily house military members after an alleged domestic violence incident.

2.3.2. When ordering a military member out of his/her household following alleged domestic violence, commanders and first sergeants will use a Hospitality Room Check-In Sheet (**Attachment 6**) to brief the member, complete the bottom portion of the sheet, and immediately fax it to the Vosler Hall dorm manager's office.

2.4. Residing Off Base With or Without BAH.

2.4.1. Single members in grades E-1 through E-4 are ordinarily assigned to unaccompanied housing and are not given the option to draw BAH to reside off base. They may request permission from their commander or first sergeant to reside off base without BAH at their own expense (see **Attachment 7**). Military duties, readiness, or a history of disciplinary infractions will be weighed before permission will be granted.

2.4.2. When adequate quarters are not available, single members without dependents in grades E-4 and below may be authorized to reside off base and draw single-rate BAH.

2.4.3. If residents desire to live off base and draw BAH, they must submit a written request to be placed on the BAH waiting list (see **Attachment 8**). When the base dormitory occupancy rate exceeds 90 percent, members at the top of the waiting list will be offered single-rate BAH. Position on the waiting list is determined by grade (highest grades at the top) and date placed on the list.

2.4.4. When single member plans to get married, 30 days prior to the marriage he/she may move off base with BAH entitlements to start household. (see **Attachment 9**)

2.4.5. In any case, members are required to process through the Community Homefinding Referral and Relocation Service (CHRRS) before entering into any written agreement for off-base housing. CHRRS is located at Fort Shafter Housing Office, 438-6197.

2.5. Visitation and Guest Privileges.

2.5.1. Visitation is allowed at any time of day, however, roommates will respect each others' right to privacy.

2.5.2. Dormitory residents are personally responsible for their guest's conduct and will not leave them in the dorm unescorted. Residents will ensure their guests do not use the laundry facilities.

2.5.3. Absolutely no guests under 18 years of age will be allowed in the dormitories without permission from the commander, first sergeant, or accompanied by their parent.

2.5.4. Dorm residents are allowed to have one guest stay overnight for up to two weeks, provided they secure a written agreement from their suitemate and approval from the dorm manager. Unit commanders or first sergeants may grant an exception to policy for guests to remain longer than two weeks.

2.5.5. Wrongful cohabitation is strictly prohibited in accordance with Article 134, Uniform Code of Military Justice.

2.6. Inspections.

2.6.1. The 15th Airlift Wing Commander or designated representative will inspect all dormitories quarterly for Dorm of the Quarter award purposes. Inspectors will use the Quarterly Dormitory Inspection Guide (**Attachment 10**), Quarterly Dormitory Inspection Scoresheet (**Attachment 11**) and the Dormitory Inspection Master Scoresheet (**Attachment 12**). For section 4 of the score sheet, two rooms in each dorm will be selected at random for inspection. Monetary awards will be given to the first, second and third place dorms each quarter.

2.6.2. Unit commanders, first sergeants or designated representatives will conduct periodic room inspections to ensure safety, health and welfare is maintained, using either the Dormitory Room Inspection Checklist (**Attachment 2**) or a form developed by the unit. The number of inspections will be kept at the absolute minimum.

2.6.3. CEHU and dorm managers will inspect common-use areas for security, fire and safety hazards.

2.7. Key Control.

2.7.1. Room keys will be locked in a key box in the dorm manager's office. A key will not be issued until the resident's full name, rank, social security number, and squadron are verified, recorded and CEHU is notified.

2.7.2. There must always be an extra key for each room kept in the key box. If a resident loses their key, the dorm manager will not issue a replacement until he/she ensures there is at least one extra key for the room.

2.7.3. Residents who lose their keys or lock their keys in their room during duty hours will contact the dorm manager. During non-duty hours, residents will follow lockout procedures posted on the bulletin board.

2.7.4. Master keys will only be available to first sergeants and dorm managers and will be strictly controlled. No one else will receive a master key unless directed and/or approved by CEHU or CES/CC.

2.8. Storage.

2.8.1. Access to the storage room will be provided by the dorm manager. All items stored will be locked in the individual's assigned cage, if provided. Residents are responsible for furnishing their own locks. Any items not stored in one of the designated cages will be discarded.

2.8.2. Hazardous materials will not be stored in any storage cage or room.

2.9. Fire Prevention and Reporting.

2.9.1. Open flame devices such as candles, incense, and sterno warmers will not be used in the dormitories. Decorative candles may be displayed, but not burned.

2.9.2. Cooking appliances in rooms are limited to microwave ovens, coffee makers, and hot air popcorn poppers if they are Underwriter's Laboratory (UL) approved. Any other appliances are prohibited.

2.9.3. Smoking in bed is absolutely prohibited.

2.9.4. Hazardous materials and flammables will not be stored in the dormitories. Hazardous materials will be stored in only approved flammable lockers.

2.9.5. In the event of a fire:

2.9.5.1. Immediately pull the nearest fire alarm.

2.9.5.2. Call the Base Fire Department at 449-7117. Give the building number, wing, nature of the emergency, and your name. Do not hang up the phone. Evacuate the building.

2.9.5.3. You may attempt to put out a small, non-electrical fire.

2.9.5.4. When the fire alarm is sounded, residents will immediately depart the building, go to the designated safe area and sign in. The dorm manager or senior ranking resident will take roll and will not allow reentry to the building until told to do so by Fire Department personnel.

2.10. Dormitory Manager Duty.

2.10.1. When there is a projected vacancy for a dorm manager, CEHU will advertise for volunteers base-wide. First sergeants will screen applicants, from their unit, to ensure only highly motivated people are selected. The CEHU will obtain recommendations from the 15AW/CCC and 15 CES/CC before accepting dormitory manager candidates. Selection for dorm management duty is contingent upon the applicant being released from his/her primary Air Force Specialty.

2.10.2. Dorm managers will carry the reporting identifier (RI) 9D000 and will be assigned for a minimum of two years with an option to extend for one additional year.

2.10.3. When a new dorm manager is hired, CEHU will provide the necessary training. If possible, new dorm managers should be selected far enough in advance to provide at least a two week overlap with the outgoing dorm manager.

2.11. Use of Pavilions.

2.11.1. Residents have first priority to reserve pavilions adjacent to their dormitory.

2.11.2. Units may reserve pavilions for functions up to two weeks in advance of the planned function.

2.11.3. The point of contact for a given function is responsible to ensure the pavilion and outlying area is clean after the function.

Chapter 3

INFORMATION

3.1. Weapons.

3.1.1. Weapons are not permitted in the dormitories. This includes, but is not limited to, firearms, bows and arrows, explosives, ammunition, fireworks, knives with blades over 6 inches long, swords, throwing stars, numb chucks, and any item that could be used to propel a projectile.

3.1.2. Decorative items such as shell casings must be certified safe by the explosive ordinance disposal office IAW with T.O. 11A-2-1-53. The first sergeant may allow decorative weapons, such as swords or knives, which are encased in glass or other containers for display and are not accessible.

3.2. Pets.

3.2.1. Fish and two small birds are the only pets allowed. Fish tanks and birdcages must be safe, properly installed, and kept clean at all times. Failure to maintain cleanliness will result in loss of pets.

3.2.2. Fish and birds must meet the allowable standards of the Hawaii Land and Natural Resources Department. Endangered or prohibited species are not permitted.

3.2.3. Fish tanks are limited to a maximum size of 30 gallons. Residents will provide adequate stands. Residents are responsible for any damage to government property, including furniture, caused by leakage.

3.3. Liability for Damages.

3.3.1. In the event of damage to the quarters or government-owned furniture, CEHU will determine if it was caused by fair wear and tear, negligence, or abuse.

3.3.2. If furniture damage is due to fair wear and tear, the item should be turned in for replacement. If negligence or abuse is suspected, CEHU will consult with the Furnishings Management Office before making a final determination.

3.3.3. If negligence or abuse is suspected to have caused damage to the facility, CEHU will coordinate with the Civil Engineer Resource and Requirements Element to determine repair costs.

3.3.4. Allowances will be made for normal wear and tear of both the facility and furnishings. Some normal wear and tear examples are gradual fading of carpet, drapes, and painted surfaces; small holes in walls as a result of hanging pictures, posters, etc., loose joints on chairs, tables, headboards, etc.

3.3.5. When necessary, CEHU will initiate DD Form 200, Financial Liability Investigation of Property Loss, to determine if a resident is liable for damages to either the facility or furnishings. If damage is confirmed to have been caused by negligence or abuse, the resident will be held accountable. In this case, CEHU will coordinate with the unit to submit either a DD Form 1131, Cash Collection Voucher, or a DD Form 362, Statement of Charges/Cash Collection Voucher, to recoup repair or replacement costs from the member.

3.4. Vehicles.

3.4.1. Vehicle maintenance, other than cleaning and waxing, is not permitted on dormitory premises. No automobiles, including motorcycles and mopeds, will be parked on sidewalks, grass or seeded areas. All automobiles must be properly registered and have a current safety inspection sticker. 15 SFS will be notified of any abandoned cars in the dorm parking areas and residents will be responsible for towing charges. Additionally, owner will be asked to remove all vehicles that don't have proper gov't/state decal.

3.4.2. Bicycles should be locked at the bike racks provided at each dormitory. Bicycles will not be stored under staircases, on walkway balconies, or chained to railings. Abandoned bicycles will be tagged and disposed of.

3.4.3. Residents may keep bicycles in their room as long as they do not impede safe evacuation in the event of a fire or other emergency.

3.4.4. Boats, jet skis and similar equipment, including their trailers, will not be parked at the dormitory area.

3.5. Operating Private Businesses.

3.5.1. Residents may operate limited business enterprises in the dormitory. The Air Force limits these businesses to the sale of products, minor repair service on small items, limited manufacturing of items, and tutoring.

3.5.2. Residents must request permission in writing to conduct any commercial activity. The housing officer must provide written authorization or denial notices.

3.5.3. Residents must meet local government licensing requirements before requesting approval to operate a private business.

3.6. Miscellaneous.

3.6.1. Smoking is allowed in resident rooms and outdoors only. Smoking is not allowed in bathrooms, hallways, or any common areas.

3.6.2. No person under the age of 21 years may have alcoholic beverages in their possession, including in their dorm room. Legal age members who possess alcoholic beverages are responsible for preventing access by underage members.

3.6.3. Barbecue grills are provided for residents. Privately owned grills will not be used in or around the dorm.

3.6.4. Safety, health and welfare is maintained at all times, i.e., no cables running through rooms, any type of flammables will not be used in rooms and no drug paraphernalia in rooms.

RAYMOND G. TORRES, Colonel, USAF
Commander, 15th Airlift Wing

Attachment 1

**DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES**

20 MAY 2002

MEMORANDUM FOR PACAF COMMANDERS

FROM: PACAF/CC
25 E Street, Suite G-214
Hickam AFB HI 96853-5420

SUBJECT: Unaccompanied Airmen Housing Policy

1. Commanders, I'd like you to review your unaccompanied airmen housing assignments to ensure all airmen living off base/outside of the dormitories are properly authorized to do so IAW AFI 32-6005. Please speak with your squadron commanders and first sergeants concerning their responsibility to identify and take appropriate action with members in their unit who may be involved in or affected by "high risk" activities.

2. Recently we lost an airman who was fatally shot in an off-base incident. Unfortunately he failed to exercise sound judgment and self-discipline in a number of ways, putting himself at immeasurable risk that ultimately lead to his death.

He was an unaccompanied airman with family problems, living off base, socializing with the wrong peers and had a history of disciplinary problems. Perhaps if he had been living in the dormitory and positively influenced by more of his airmen peers, he may still be with us today.

3. This is just one of the reasons I want you to ensure we have squadron unit integrity in our dormitories. Dormitory life helps transition our most junior members from a very structured environment of basic training and technical school to life in the operational Air Force. Commanders may also use their dormitories as a means of providing an environment for airmen at risk to refocus their priorities, and rest and recover from unfortunate situations.

4. To help identify airmen at risk, commanders, first sergeants and supervisors may use the command's Comprehensive Assessment of Risk and Evaluation System or PACAF CARES. The system was introduced to the command over a year ago through your Safety offices; however, it hasn't been widely used. It was reconsidered at our last CAIB meeting and redirected to you to be fully tested at select units.

5. Please identify airmen in your units who are at high risk and take action to help reduce or eliminate their risk. We lost several PACAF airmen this past year due to high risk activities. I'd like to see this reduced to zero in the coming year.

Sincerely



WILLIAM J. BEGERT, General, USAF
Commander

Attachment 2

DORMITORY ROOM INSPECTION CHECKLIST

DORM/ROOM#/RESIDENT _____

DATE: _____ OVERALL ROOM RATING: _____

I NSPECTED BY: _____

ITEM	RATING	COMMENTS
Outside Area _____		

Garbage Can _____		
Refrigerator _____		
Floor _____		
Wall Units _____		
Desk _____		
Tables _____		
Bathroom _____		
General Cleanliness _____		

Other Comments _____

Rating Definitions and Frequency of Inspections

A Outstanding. Your room exceeds standards. I'll reinspect no more than once a month.

B Satisfactory. Your room meets standards (clean, uncluttered, no safety/health hazards). I'll reinspect no more than once every two weeks.

C Unsatisfactory. Your room does not meet standards. I'll reinspect periodically until your room routinely meets or exceeds standards. If you fail inspection twice in a row, I'll take appropriate administrative action.

Attachment 3**SAMPLE REQUEST/AUTHORIZATION FOR ORGANIZED SOCIAL FUNCTION**

1 Jun 03

MEMORANDUM FOR DORMITORY MANAGER

FROM: A1C Marty Graugh

SUBJECT: Request/Authorization for Organized Social Function

1. Amn Philip R. Steins and I would like to organize a party at the Mathies Hall pavilion on Saturday, 25 Jun 01, for the residents who live in our wing.
2. I understand we are required to police the area and properly dispose of all garbage when the party is over. All cleaning will be completed no later than 0800, 26 Jun.
3. I will personally ensure stereo noise, etc., will be kept at a reasonable level.
4. I will conduct ID checks to ensure no one under the age of 21 years consumes alcoholic beverages. I will devise some method to identify underage party goers.
5. In case of problems, I am the primary point of contact and Amn Steins is my alternate.

MARTY GRAUGH, A1C, USAF
Room XXX Resident

1st Ind, 15 CES/CEHUD

MEMORANDUM FOR A1C Graugh

Approved/Disapproved.

ALLAN A. DAYSWORCH, SSgt, USAF
Mathies Hall Manager

Attachment 4

SAMPLE RECEIPT AND UNDERSTANDING OF IN-PROCESSING BRIEFING

1 Jun 03

MEMORANDUM FOR DORMITORY MANAGER

FROM: Amn Roland N. Anew

SUBJECT: Receipt and Understanding of In-Processing Briefing

1. I certify I have received an in-processing briefing and tour covering all dorm policies and procedures.
2. I reviewed the central bulletin board and understand I am to read it weekly.
3. I understand I may be held liable for any damages to my assigned room and/or furnishings that result from my negligence or abuse.
4. I will inspect and document damages to my room and/or furnishings and return the inspection form to you within two duty days.
5. I have received a copy of the Hickam Crime Prevention Program handout and HAFBI 32-6005.

ROLAND N. ANEW, Amn, USAF

Attachment 5

SAMPLE SPACE AVAILABLE DORMITORY OCCUPANCY ACKNOWLEDGMENT

1 Jun 03

MEMORANDUM FOR 15 CES/CEHU

FROM: SSgt Justin Case

SUBJECT: Space Available Dormitory Occupancy Acknowledgment

I understand that as a Priority 3 (or 4) resident, I have been assigned a dorm room on a space available basis and that I may be required to vacate my room within 30 days of notice.

JUSTIN CASE, SSgt, USAF

Attachment 6

HOSPITALITY ROOM CHECK-IN SHEET

First Sergeant/Commander: Review and complete this check-in sheet with the member, then fax it to the Vosler Hall dormitory manager (449-6188) upon room assignment.

1 Members directed out of their primary residence by the commander or first sergeant may be housed in a hospitality room until initial intake by Family Advocacy for a domestic violence threat assessment. This period normally will be **72 hours or less**. On the advice of Family Advocacy, individuals may remain in a hospitality room for a cooling-off period of not more than two weeks.

2. Members who are directed out of their household by the commander or first sergeant who do not intend to reconcile with their spouse may remain in the hospitality room for a limited time (not more than 30 days) in order to obtain more permanent housing arrangements for themselves and their family members. **Members must request approval in writing from 15 MSG/CC or CV to remain in a hospitality room beyond the two-week period authorized above.**

3. First sergeants will insure members placed in a hospitality room during non-duty hours will in-process with the dorm manager the next duty day and will track members placed in hospitality rooms as a result of domestic violence incidents to insure their stay does not exceed the time authorized above. Members will out-process with the dorm manager and will provide their first sergeant a dorm clearance letter when quarters are terminated. First sergeants will closely coordinate with the unaccompanied housing manager regarding length of stay of members in hospitality rooms.

4. Occupants residing in the hospitality rooms will read and adhere to the rules and regulations outlined in 15 AWI 32-6005.

Date: _____

Rank/Name: _____

Unit: _____ **Duty Phone:** _____

Assigned Room (circle one): B213 & B215 (males) or B313 & B315 (females)

Occupant's signature: _____

1st Sgt: _____ **Duty Phone:** _____

Attachment 7**SAMPLE REQUEST/AUTHORIZATION TO RESIDE OFF BASE WITHOUT BAH**

1 Jun 03

MEMORANDUM FOR 15 XXX/CCF

FROM: SrA Will Budget

SUBJECT: Request/Authorization to Reside Off Base Without BAH

1. I acknowledge that a dormitory room has been assigned to me. I voluntarily decline these quarters and elect to reside off base at my own expense. I understand I will not receive BAH unless I become eligible based on my position on the waiting list.
2. I understand you may revoke this privilege with a 30-day written notice. I further acknowledge you may revoke this privilege without notice for military necessity, readiness, disciplinary infractions, or when my safety and well-being are jeopardized.
3. I will report to the Housing Referral Office before entering into any off base rental or purchase agreement.

WILL BUDGET, SrA, USAF

1st Ind, 15 XXX/CCF

MEMORANDUM FOR SrA Budget
 15 CES/CEHU
 IN TURN

A risk assessment was completed on _____. He/she is approved/disapproved to move off base without BAH.

JOHN SMITH, Colonel, USAF
 Commander

LISA SMALL-PLACE, MSgt, USAF
 First Sergeant

Attachment 8

SAMPLE REQUEST/AUTHORIZATION FOR PLACEMENT ON THE BAH WAITING LIST

1 Jun 03

MEMORANDUM FOR 15 XXX/CCF

FROM: SrA Bill N. Debtfree

SUBJECT: Request/Authorization for Placement on the BAH Waiting List

1. I would like to be placed on the BAH waiting list. I understand that if I become eligible to reside off base, I will receive single-rate BAH. I also understand that I may be required to return to the dormitory if my commander or first sergeant determines my safety or well being is in jeopardy as a result of my residing off base.
2. I will process through the Housing Referral Office before entering into any rental or purchase agreement.

BILL N. DEBTFREE, SrA, USAF

1st Ind, 15 XXX/CCF

MEMORANDUM FOR SrA Debtfree
15 CES/CEHU
IN TURN

Approved/disapproved. SrA Debtfree's DOR is 25 Apr 01.

HOPE E. GETTSIT, MSgt, USAF
First Sergeant

Attachment 9

MEMORANDUM FOR _____
RESIDENT

FROM: 15 CES/CEHU

SUBJECT: Authorization for BAH Entitlement to go Off-Base

- 1. Current occupancy rate exceeds 90%; therefore as the highest-ranking person on the BAH waiting list (Dorm)_____, you are eligible to move off base and receive BAH. You need to let the dorm manager know within 24 hours if you want to live off base. If you do not respond within 24 hours the next individual on the waiting list will be notified.
- 2. When you respond with a yes to live off base, you will have 30 days (_____) to move to your off base housing unit. You are responsible for cleaning your room and notifying the dorm manager when you will be able to terminate your room.
- 3. This is a volunteer move and will be at your own expense. Your commander and first sergeant must sign this form before you move off base. Commander’s should make sure risk assessment is completed on member.
- 4. It is mandatory that you process through Community Homefinding, Relocation, Referral Service (CHRRS) before entering into any rental or purchase agreement, 438-6197.

DORM RESIDENT

Approval/disapproval -----
UNACCOMPANIED MANAGER

Approval/disapproval -----
FIRST SERGEANT

Approval/disapproval -----
COMMANDER

Approval/disapproval -----
DORM MANAGER

Attachment 10

DORMITORY COMPETITION INSPECTION GUIDE

1. GENERAL AREAS

- 1.1. Dormitory Council Involvement: Dorm council members should be working together to make a difference in the appearance and condition of the dormitory.
- 1.2. First Sergeants should be highly involved with establishing and supporting their dormitory council.
- 1.3. Self-Help Initiatives: Dorm occupants should accomplish self-help initiatives throughout the quarter, e.g., landscaping, installing floor tiles, painting, installing kitchen cabinets and dayroom/exercise room projects.
- 1.4. Facility Management: Dorm manager should properly maintain facility and common areas. Lighting, appliances, and recreation equipment should be in safe working condition.

2. COMMON AREAS

- 2.1. Hallways: Should be clean (including baseboards). Walkways: Should be free of trash, cigarette butts, and food and drink stains.
- 2.2. Kitchens: Refrigerator should be clean, without food spillage or particles, and items inside stored neatly. Ranges and microwaves should be free of food, grease and dirt. Floors and countertops should be clean.
- 2.3. Laundry Areas: All washers/dryers should be clean, without soap scum, and wiped down. The entire room should be free of lint and dust, including behind the machines. Floors should be mopped.
- 2.4. Dayroom/Lounge: Floors should be clean, vacuumed and/or polished. Windows, screens, doors and baseboards should be clean. Furniture should be clean and in good repair.
- 2.5. Fitness Room: Should be clean. Equipment should be wiped down and in good repair.
- 2.6. Storage Rooms: Should be clean and free from debris. All stored items should be in individual lockers. No hazardous items are allowed in the storage rooms.
- 2.7. Restrooms: Toilets should be clean, sanitized and in working order. Sinks and floors should be clean and wiped down/mopped.

3. EXTERIOR AREAS

- 3.1. Areas should be free of trash and debris. Sidewalks, walkways and lanais should be swept. Butt cans should not contain trash or other debris. BBQ grills should be cleaned.
- 3.2. Grounds should be neat and well maintained.

4. ROOMS

- 4.1. Room and furniture should be clean and orderly. Trash cans should be clean (not necessarily empty). Windows, screens and door should be clean. Floors should be clean.

- 4.2. Bed should be made and present a neat appearance.
- 4.3. Appliances should be clean and free from any food spoilage/spillage.
- 4.4. Bathroom: Sink, tub, and toilet should be clean and free from mold and mildew stains.
- 4.5. Overall impression: Pride of ownership should be evident.

Attachment 11

DORMITORY INSPECTION SCORING CHECKLIST

<u>DORMITORY INSPECTION SCORING CHECKLIST</u>		BLDG NO.	SQUADRONS		
1. GENERAL AREAS		MAX POINTS	SCORE		
a. Dormitory Council Involvement		10			
b. Self Help Initiatives		15			
c. Facility Management		5			
SUB-TOTAL		30			
2. COMMON AREAS					
a. Hallways/Walkways		5			
b. Kitchen		5			
c. Laundry Room		5			
d. Dayroom		5			
e. Fitness Room		5			
f. Storage Rooms		5			
g. Restrooms		5			
SUB-TOTAL		35			
3. EXTERIOR AREAS					
a. Area free of trash and debris		15			
b. Neat, clean and well kept		10			
SUB-TOTAL		25			
4. ROOMS (2 EACH) (10 Pts Max)		P	ROOM #	ROOM #	TOTALS
a. Neat, clean, well kept and uncluttered		1			
b. Bed made		1			
c. Appliances clean		1			
d. Bathroom clean and mildew free		1			
e. Overall Impression /safe/health/welfare		1			
SUB-TOTAL		5			
		GRAND TOTAL	100		
5. RATING CRITERIA		OVERALL DORM RATING:			
< 70 = Unsatisfactory 80-89 = Excellent 70-79 = Satisfactory 90-100 = Outstanding					

Printed Rank/Name of Inspector:	Date:
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Not controlled as a form—less than 100 copies used per year (Jun 01)

Attachment 12

DORMITORY INSPECTION MASTER SCORE SHEET

<u>DORMITORY INSPECTION MASTER</u>		1805	1815	1843	1852	1854	1856	
<u>SCORE SHEET</u>		Mathies Hall	Vossler Hall	Smith Hall	Clay Hall	Maysey Hall	King Hall	Bellows
1. GENERAL AREAS	MAX PTS							
a. Dormitory Council Involvement	10							
b. Self-Help Initiatives	15							
c. Facility Management	5							
SUB-TOTAL	30							
2. COMMON AREAS								
a. Hallways/Walkways	5							
b. Kitchen	5							
c. Laundry Room	5							
d. Dayroom	5							
e. Fitness Room	5							
f. Storage Rooms	5							
g. Restrooms	5							
SUB-TOTAL	35							
3. EXTERIOR AREAS								
a. Area free of trash and debris	15							
c. Neat, clean and well kept	10							
SUB-TOTAL	25							
4. ROOMS (2 EACH) (10 Pts Max)								
a. Neat, clean, well kept and uncluttered	2							
b. Bed made	2							
c. Appliances clean	2							
d. Bathroom clean and mildew free	2							
e. Overall Impression	2							
SUB-TOTAL	10							
GRAND TOTAL		100						
5. RATING CRITERIA								
< 70 = Unsat 70-79 = Sat 80-89 = Excell 90-100 = Outstanding								
Printed Rank/Name of Inspectors:							Date:	

Not controlled as a form—less than 100 copies used per year (Jun 01)